



Job Opportunity

State Controller's Office

Position: Executive Assistant

Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, 10th Floor, Sacramento, CA 95814

Issue Date: June 1, 2007

Final Filing Date: Until Filled

Contact/Telephone:
Michelle Dobbins, (916) 322-8103

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-1728-001

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the direction of the Division Chief, CEA, the Executive Assistant performs a variety of administrative duties relating to the program needs of the division and provides staff assistance on sensitive department or division issues, provides administrative and secretarial support to the Division Chief. Furthermore, incumbent will be required to perform office management tasks requiring a high degree of initiative, independence and analytical skill. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Researches confidential and sensitive departmental or program related issues; carries out assignments to completion and/or contacts appropriate personnel to complete the assignment; researches organizational and operational problems and reports findings and recommendations to management; collects and disseminates important departmental information through written communication and electronic mail; assists in the development of office workload and staffing requirements; provides administrative and secretarial support as required.
- Develops and utilizes PC applications to produce financial, personnel and statistical reports, spreadsheets and other informational reports required by the Division Chief and Bureau Chief's; accesses, inputs and revises information stored in databases; software applications include Microsoft Word, Excel, PowerPoint, Access and Outlook.
- Reviews all incoming correspondence and initiates appropriate action; independently performs research and prepares responses to non-technical inquiries; drafts correspondence for Division Chief and Bureau Chief's on a variety of issues, including state policies and procedures, programs, staff support functions and other related issues; prepares correspondence using independent judgment and proper assessment of issue resolution; signs correspondence on behalf of the Division Chief and Bureau Chief's when necessary.
- Maintains the working schedule and calendar for the Division Chief; responds to or redirects telephone or written inquiries from high level state contacts including the State Controller, Chief Operating



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Officer, Chief Counsel and other high level agency staff members.

- Maintains quality control of outgoing products and coordinates the efforts of clerical staff as needed; develops, monitors and provides training to ensure that clerical work standards are achieved and maintained.
- Coordinates and provides functional direction regarding the activities of support staff to relieve the division chief of routine administrative matters; reviews existing administrative policies and procedures and makes recommendations for improved procedural processes.
- Arranges for in/out-of-state travel for the Division Chief which includes hotel and transportation arrangements and preparing trip itineraries. Prepares travel advances and all travel claims in accordance with State guidelines.

Desirable Qualifications:

- Ability to work with confidential and sensitive department or division issues;
- Demonstrate a high degree of initiative, independence and analytical ability;
- Strong organizational and communication skills;
- Ability to complete work assignments efficiently, accurately and in a timely manner; and
- Familiarity with Windows XP Professional operating system and Microsoft OfficeSuite Applications, including Word, Excel, PowerPoint, Access and Outlook.

Note: This position is designated "confidential," which provides additional benefits such as State paid life insurance, possible additional leave credits, option of annual leave, and other benefits associated with confidential positions.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division
300 Capitol Mall, 10th Floor
Sacramento, CA 95814

Attn: Michelle Dobbins